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## DIVISION OF HEALTH LICENSING

### SELF-INSPECTION GUIDE FOR COMMUNITY RESIDENTIAL CARE FACILITY KITCHENS

This guide was developed to encourage people to periodically inspect their own community residential care facilities to help them meet standards of R61-84. While not all-inclusive, this guide addresses many of the requirements of R61-84 which provide safeguards for the health, safety and well-being of residents. Key personnel should use all or part of this guide while making routine, periodic reviews to evaluate how well the facility meets standards and provides the appropriate services and safeguards.

This should lead to a determination of the actions which may be needed to improve services, safeguards and living conditions.

(If you check a block which is shaded, you should take action to correct the situation.)

SECTION	CLASS	ITEM	Y	N	REMARKS
<b>1300 – MEAL SERVICE</b>					
1301A	II	If kitchen has 16 beds or more, does it have a commercial kitchen? Note: Existing facilities with 16 licensed beds or more may continue to operate with equipment currently in use; however, only commercial equipment shall be used when replacements are necessary.			
1301B	II	If meals are catered, are such meals obtained from a food service establishment graded by the Department pursuant to R61-25?  Does the facility have a written executed contract with the food service establishment?			

SECTION	CLASS	ITEM	Y	N	REMARKS
1301C	II	If food is prepared at a central kitchen and delivered to separate facilities, buildings and/or floors of the same facility, have provisions been made/approved by DHL for proper maintenance of food temperatures and sanitary mode of transportation?			
1301D	II	<p>Is food prepared by methods that conserve the nutritive value, flavor and appearance?</p> <p>Is food properly prepared?</p> <p>Is food palatable?</p> <p>Is there sufficient quantity and quality to meet daily nutritional needs or residents?</p> <p>Are efforts made to accommodate religious, cultural and ethnic preferences of each resident unless a healthcare provider advises against it in writing?</p>			
<b>1302 – FOOD AND FOOD SERVICE</b>					
1302A	I	Is food stored, prepared, served, transported, obtained in accordance with R61-25?			
1302B	I	Is home canned food usage prohibited?			
1302C	II	Are all food items stored a minimum of six inches above the floor on cleaned surfaces and is it protected from splash and other contamination?			
1302D	II	<p>Is there at least a one week supply of staple foods maintained at facility?</p> <p>Does the food supply at the facility meet the menu requirements?</p>			

SECTION	CLASS	ITEM	Y	N	REMARKS
1302E	II	Is food stored in refrigerator/freezer covered? Labeled? Dated?  Is prepared food not stored in refrigerator for more than 72 hours?			
<b>1303 – FOOD EQUIPMENT AND UTENSILS</b>					
1303	II	Are equipment and utensils utilized cleaned, sanitized, and stored in accordance with R61-25? Please note exception in R61-84.			
<b>1304 – MEALS AND SERVICES</b>					
1304A	I	Does the facility provide dietary service, to meet daily nutritional needs of residents?			
1304B	I	Does the facility provide a full place setting with napkins, tablecloths or placemats, non-disposable forks, spoons, knives, drink containers, plates and other utensils/containers as needed?			
1304C	II	Does the facility provide at least 3 nutritionally adequate meals in each 24 hour period?  Is there more than 14 hours between the evening meal and breakfast the following day?			
1304D	I	Does the facility vary the meals served except to honor specific individual resident requests?			
1304E	I	Are specific times for serving meals documented on posted menu?			
1304F	I	Are suitable food and snacks available and offered to residents between meals at no additional cost to the resident?			
1304G	II	Is tray service provided when residents are medically unable to access dining area or upon written notice from resident/responsible part of this preference? Note: For resident preference, tray service may be provided on an occasional basis.			

SECTION	CLASS	ITEM	Y	N	REMARKS
<b>1305 – MEAL SERVICE PERSONNEL</b>					
1305A	I	Is the health and cleanliness of all facility staff engaged in food preparation/service in accordance with R61-84?			
1305B	I	Is there sufficient staff/volunteers to serve food and provide individual attention and assistance, as needed?			
1305C	I	Are approved hair restraints worn by individuals engaged in preparation of foods?			
1305D	I	Is the dietary service organized with defined job assignments?  Does the facility not permit residents to engage in food preparation? (see exception)			
<b>1306 – DIETS</b>					
1306A	I	Were medically prescribed special diets planned by a professionally qualified dietitian or reviewed/approved by a physician?			
1306B	I	If special diets are required, does the facility have the necessary equipment to prepare these diets?			
1306C	I	Does the facility have a diet manual which has been published within the last 5 years? Does the diet manual address: <ul style="list-style-type: none"> <li>- food sources and food quality?</li> <li>- Food protection, storage, preparation, and service?</li> <li>- Food worker health and cleanliness?</li> <li>- Recommended dietary allowances of the Food and Nutrition Board of the National Research Council, National Academy of Sciences food serving recommendations?</li> </ul>			

SECTION	CLASS	ITEM	Y	N	REMARKS
<b>1307 – MENUS</b>					
1307A	I	Are menus planned and written at least one week in advance and dated as served?  Are meals posted in a conspicuous location?			
<b>1308 – ICE AND DRINKING WATER</b>					
1308A	II	Is ice available?  Have precautions been taken to prevent contamination?  Is the ice scoop stored in a sanitary manner outside of the ice container?			
1308B	II	Is portable drinking water available and accessible to residents at all times?			
1308C	II	Is the usage of common cups prohibited?			
1308D	II	Is ice delivered to resident areas in bulk in non-porous, covered containers? Is this container cleaned after each use?			
<b>1309 – EQUIPMENT</b>					
1309A	II	Are liquid or powder soap, dispensers, and sanitary paper towels at each food service handwash lavatory?			
1309B	II	For facilities licensed for 16 or more beds, is there a separate handwash sink provided and convenient to serving, food preparation, and dishwashing areas?			
1309C	II	Do all walk-in refrigerators and freezers have means to open door from the inside at all times?			
<b>1310 – REFUSE STORAGE AND DISPOSAL</b>					
1310	II	Is the refuse storage and disposal in accordance with R61-25?			